



# **Departmental Quarterly Performance Report**

**Office of Community and Economic Development**

**July 1<sup>st</sup> – September 30<sup>th</sup>,  
2003**

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***Note: The Office of Community and Economic Development's Fiscal  
Year starts January 1<sup>st</sup> and ends December 31<sup>st</sup>***

# Departmental Quarterly Performance Report

Department Name:

Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><b>Fiscal Responsibility</b></u></p> <p><i>Describe initiative and provide status update</i>  <i>Insert associated performance measures, if applicable, e.g.</i></p> <p>OCED reduced the amount of unexpended CDBG entitlement funds awarded to Miami-Dade County in an on-going effort to meet the U.S. HUD requirement that entitlement funds available do not exceed 150 percent of annual entitlement, as of September 30<sup>th</sup>, the ratio is 1.22.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u><b>Service</b></u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>38 microloans have been provided to micro business operators during the third quarter of 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u><b>Service</b></u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>63 businesses have received assistance through the Enterprise Zone Program and have received fiscal incentives through the EZ Program in the third quarter of 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u><b>People</b></u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>12 parcels of land have been removed/disposed. A total of 16 parcels of land have been acquired.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

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<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Consolidated Annual Performance and Evaluation Report to U.S. HUD was revised and submitted on September 17, 2003.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>OCED staff has held 33 community meetings to seek public input for HUD mandated Action Plan update. Staff evaluated 552 applications for FY 2004 funding recommendations.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>OCED staff has conducted consultation meetings with FY 2004 RFA applicants for three consecutive days in September.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Finalized the proposed Action Plan on September 30<sup>th</sup> for 30 days public review and comment as mandated by U.S. HUD.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>88.1% of all currently funded activities were monitored by staff. This represents 199 of the 226 projects.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

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County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  By the end of the 3 <sup>rd</sup> quarter, OCED completed 100 of the contracts for the funded activities for FY 2003 Action Plan.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  Up to the two period ending September 30, 2003, 100% of the HOME Grant Funds for FY 2001 and FY 2002 Action Plan Years totaling \$12.8 million have been obligated and committed within the 24 month period as mandated by U.S. HUD.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>

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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	73	85	76	9	78	7	75	6		

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

### Notes:

### *B. Key Vacancies*

(1) Commercial Rehabilitation Specialist; (1) Business Development Specialist; (1) Community Planner; (1) Clerk 2; (1) Chief Real Estate Officer; (1) Office Support Specialist.

### *C. Turnover Issues*

N/A

### *D. Skill/Hiring Issues*

Departmental restructuring continues.

### *E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)*

Temporary employees were performing the duties of seven (7) vacant positions. We currently have four (4) remaining temporary employees.

### *F. Other Issues*

Semi-County freeze is still in existence.

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## FINANCIAL SUMMARY

(All Dollars in Thousands)								
			CURRENT FISCAL YEAR					
			Quarter		Year-to-date			
	PRIOR YEAR Actual	Total Annual Budget	Budget	Actual	Budget	Actual	\$ Variance	% Annual Budget
Revenue								
CDBG ADMIN	3,653	3,869	967	0	2,902	2,100	802	54%
CDBG PROG	1,573	2,178	545	917	1,634	1,441	193	66%
HOME	1,111	665	166	129	499	203	296	31%
GENERAL FUND	263	608	152	608	456	608	-152	100%
ABATEMENT	25	25	6	3	19	23	-4	92%
HATF	30							
Total	\$6,655	\$7,345	\$1,836	\$1,657	\$5,509	\$4,375	\$1,134	60%
Expense*								
Community Development	2,640	2,623	655	907	1,967	2,152	-185	82%
Directors Division	2,205	2,383	595	931	1,787	2,153	-366	90%
Economic Development	839	1,281	320	345	960	868	92	68%
Urban Development	971	1,058	265	353	795	844	-49	80%
Total	\$6,655	\$7,345	\$1,836	\$2,536	\$5,509	6,017	(\$509)	82%
*Expenditure may be reported by activity as contained in you budget or may be reported by category (personnel, operating and capital).								

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## Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
750/751	(489)	(107)	(70)	(66)	
750/752	(1)	(1)	(1)	(12)	
750/753	(941)	(323)	(455)	(100)	
750/755	(3,526)	(3,007)	(2,474)	(2,815)	
750/756	(2,077)	(3,441)	(4,423)	(446)	
750/757	(98)	116	102	607	
750/758	(125)	(221)	(1,420)	(753)	
750/759	970	47	47	(143)	
750/770	9,128	8,943	9,020	4,425	
780/783	(143)	(669)	(20)	(121)	
790/790	(123)	(123)	(6)	6	
790/791	(225)	(223)	230	230	
Total	\$2,350	\$991	\$530	\$812	\$0

### Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60 scheduled for wrote-off, if applicable.

**Note 1.** CDBG & HOME are calendar year.

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_